

Miami Township Fire and EMS Operating Procedures



TITLE:	HONOR GUARD OPERATING PROCEDURE		#1201
EFFECTIVE DATE:	06/15/2014	DATE AMENDED:	10/04/2015
REVIEW DATE:	04/04/2016	APPROVED BY:	Chief Steve Kelly

This Operating Procedure shall take effect immediately and shall remain in effect until superseded.

PURPOSE

Establish an Operating Procedure (OP) for an Honor Guard composed of Miami Township Fire and EMS (MTF&EMS) personnel.

SCOPE

This procedure applies to selection of department personnel to participate in a formal Honor Guard.

This procedure applies to the utilization of the department's Honor Guard.

This procedure DOES NOT apply to the drill or training of an Honor Guard. This procedure should supplement the department's *Line of Duty Death SOG*.

Membership of MTF&EMS personnel in the Honor Guard DOES NOT grant any rank or authority that a department that member would not otherwise hold.

DEFINITIONS

Sergeant of the Guard

The head of the Honor Guard, coordinator and trainer that is responsible for the equipment of the Honor Guard.

Corporal of the Guard

A member of the Honor Guard selected to lead the Honor Guard at a specific event or ceremony. This position is usually in lieu of the Sergeant of the Guard.

Guard of Honor

An Honor Guard embodied for funeral purposes. The Guard of Honor shall consist of no fewer than six members of the Honor Guard.

Color Guard

An Honor Guard embodied to carry or present flags or colors. The Color Guard shall consist of between three and six members of the Honor Guard.

PROCEDURES

A. General

1. The Honor Guard should consist of a minimum of 10 active, full-time and part-time employees of the MTF&EMS. Membership shall be voluntary.
2. These members shall meet quarterly for drill practice under the direction of the Sergeant of the Guard.
3. The Honor Guard may be formed for the following events:



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- a. Line of Duty Death Ceremony
 - b. MTF&EMS Member's Death not in the Line of Duty
 - c. Retired MTF&EMS Member's Death
 - d. Mutual-aid Fire Department Line of Duty Death Ceremony
 - e. Mutual-aid Fire Department Member's Death not in the Line of Duty
 - f. Mutual-aid Fire Department Retired Member's Death
 - g. MTF&EMS participation in parade events
 - h. Presentations to include, but not limited to:
 - Township Trustees' meetings
 - Milford High School Sporting Events
 - i. Other events requested by the Chief
4. Notification of the Honor Guard should be made, whenever possible, a minimum of three (3) days prior to an event.

B. TRAINING AND TRAVEL

1. Training will normally be held at one of the MTF&EMS stations. All selected members may attend any training voluntarily and without compensation.
2. The Honor Guard may request use of a department staff vehicle for travel in or out of the Township. Permission for staff vehicle use shall be at the discretion of the Fire Chief or designee.
3. Should a fire apparatus be requested by the Honor Guard, such use shall be at the discretion of the Chief or designee.
 - a. For example, an aerial apparatus request for crossed ladders at a Fire Department funeral.